URBAN/MUNICIPAL
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M36
1996

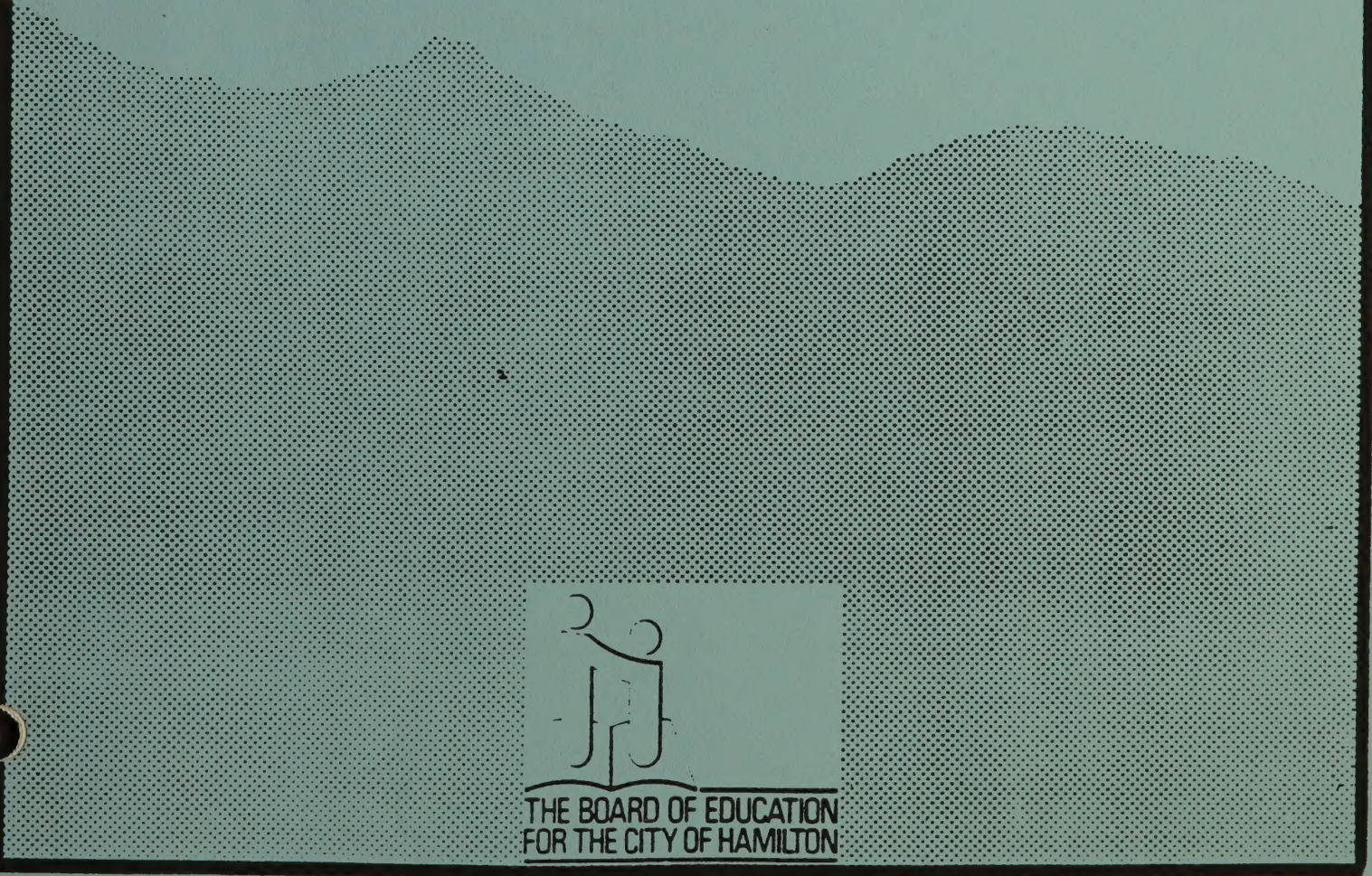
MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE

JAN. 11, 1996

URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1996

JANUARY 1996

PERSONNEL AND ORGANIZATION COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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PERSONNEL AND ORGANIZATION COMMITTEE
1996 01 11

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1996 01 11

Present: Trustees Darby (Chairman), Cunningham, Johnston, Korz, Paquin and Stewart.

Not Present: Trustee Hicks.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, MacDonald, Mulholland, Orban, Rodgerson and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Financial Services and Treasurer)
N. Nicholls (Superintendent of Schools – Mountain)
M. Quinn (Superintendent of Schools – Lower City)
M. Matier (Assistant Superintendent of Schools – Mountain)

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustee Hicks. He also noted Trustee Orban's regrets for the December meeting of this Committee which was inadvertently missed at that time. Mr. Darby then asked for confirmation of the minutes.

Moved by Dr. Johnston:

That the minutes of the regular meeting of 1995 12 14 be approved as presented. **CARRIED**

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

O.M.E.R.S. (Ontario Municipal Employees Retirement System) Downsizing Plan 7
Ms. D. Russon, Employee Relations Manager, presented the report.

Moved by Miss Cunningham:

That the Report re O.M.E.R.S. (Ontario Municipal Employees Retirement System) Downsizing Plan 7 be received for information. **CARRIED**

Professional Administrative Support Staff (PASS) Downsizing (Education Centre Restructuring and Downsizing Results [3 Administrative Departments])
Mr. Binns presented the report.

Moved by Mr. Desmarais:

That the Report re the Professional Administrative Support Staff (PASS) Downsizing (Education Centre Restructuring and Downsizing Results [3 Administrative Departments]) be received for information. **CARRIED**

NEW BUSINESS:

Report on the Expense Reduction Analysts' (ERA) Proposal re Attendance Management
Mr. Binns provided an overview then called on Ms. J. Bell, Assistant – Staff Development, who reviewed the report and then responded to the members' questions.

The following concerns were expressed by trustees opposed to the postponement of a decision on the ERA program:

- Since approval of the Policy in 1993 and development of procedures in 1994, considerable time had elapsed to allow for full implementation of the Board's Attendance Management program.

- The rising costs of absenteeism throughout the system warrants the adoption of immediate strategies to correct the situation.

- Computer systems (e.g. EIS) for Attendance Management should be "one hundred percent" operational to facilitate the reporting process.

Moved by Canon Rogers:

That the Report on the Expense Reduction Analysts' Proposal re Attendance Management be received for information and the following recommendation approved:

(a) That decision on the Expense Reduction Analysts' Proposal re Attendance Management be postponed until completion of one full year of implementation of the Board's Attendance Management Procedures (July 1996).

The following suggestions for review/consideration were put forward:

- Mr. Drew Hickerson, President of the consulting firm, be invited to make a presentation to the Board. This will allow the trustees to ask questions and clarify the concerns identified.

- The "Consultant" concept for Attendance Management should be defined, explored and closely considered by trustees and officials, with input from staff and employee groups.

- Attendance Management should be "tied in" with Employee Evaluation.

- All "in–house" solutions should be explored in addressing the Board's absenteeism problems prior to obtaining outside assistance.

To permit a closer review of the concerns raised regarding the ERA proposal, it was

Moved in amendment by Mr. Stewart:

That the Report on the Expense Reduction Analysts' Proposal re Attendance Management be tabled.
CARRIED

Recommendations of the Superintendent of Human Resources
Moved by Mr Stewart:

That the recommendations of the Superintendent of Human Resources be approved as presented.
CARRIED

Staffing Report – Full Time Equivalent Positions
Mr. Binns presented the report, noting the changes.

Moved by Mr. Korz:

That the Staffing Report – Full Time Equivalent Positions as of 1995 12 31 be received for information. **CARRIED**

Report on Supply Teacher Usage
Mr. Binns reviewed the report.

When several members expressed their concerns with the considerably high figures (Totals) for the "Planning/Curriculum/In-service/Meeting Inside System" and "In School Meeting" columns, Mr. Binns conceded that this could be attributed partly to reporting problems in the schools and the need for fully computerized data collection.

Mr. Goodridge assured the members that the officials and staff are exerting all efforts to address these problem areas along with meeting the other needs of the system.

Moved by Mr. Korz:

That the Report on Supply Teacher Usage as of 1995 11 30 be received for information. **CARRIED**

Temporary Assistance Report
▪Substitute Cleaner/Casual Assistance Usage
Mr. Binns presented the report.

Moved by Ms. Orban:

That the Report on Substitute Cleaner/Casual Assistance Usage as of 1995 11 30 be received for information. **CARRIED**

▪Temporary Assistance Expenditures
Mr. Binns reviewed the report.

Moved by Ms. Orban:

That the 1994 and 1995 Temporary Assistance Expenditures Report be received for information. **CARRIED**

March Meeting Date
Moved by Dr. Johnston:

That the March meeting of the Personnel and Organization Committee be re-scheduled to Thursday, 1996 03 07, immediately following the Program Committee meeting.

When the members were advised that two major reports are forthcoming to the March meeting of the Program Committee, Mr. Desmarais suggested March 5th, stating the French Language Section may be able to start its meeting earlier that night to accommodate the Personnel and Organization Committee meeting. He requested the Minute Room arrange this with Mr. Lavoie.

Dr. Johnston agreed to amend his motion as follows:

That the March meeting of the Personnel and Organization Committee be re-scheduled to Tuesday, 1996 03 05, following the French Language Section meeting.

The motion, as amended, was put to a vote and was **CARRIED**.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Verbal Update on Re-organization of Educational Assistants

Ms. S. Scarrow, Human Resources Officer, advised that due to allocation problems in six schools in June, 1995, a committee (Severe Needs Allocation Committee) consisting of school principals, staff from Special Education and Human Resources and the union was struck to review the allocation of Educational Assistants. A new staffing formula, considered to be more equitable in meeting student needs as well as providing better flexibility was developed and piloted last year. This formula will be reviewed in the Spring in time for September staffing. In concluding her update, Ms. Scarrow emphasized that the new staffing formula is within the Board-approved process for the allocation of Educational Assistants.

To facilitate the trustees in addressing the concerns raised by their constituents and other community members, Trustees Bishop and Orban called for improved communication within and outside the system on any developments relative to the allocation of Educational Assistants.

Moved by Mrs. Hill:

That the Update on Re-organization of Educational Assistants be received for information. **CARRIED**

Recommendations of the Superintendent of Human Resources

Moved by Dr. Johnston:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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URBAN/MUNICIPAL
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M36
1996

URBAN MUNICIPAL
FEB 6 1996
GOVERNMENT DOCUMENTS

...ES OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1996 01 30

Present: Trustees Darby (Chairman), Cunningham, Hicks, Johnston and Korz.

Not Present: Trustee Paquin and Stewart.

Also Present: Trustees Desmarais, MacDonald, Mulholland, Patenaude, Rodgerson and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Financial Services and Treasurer)
E. Bond (Superintendent of Program)
F. Cooke (Assistant Superintendent of Program)
M. Matier (Assistant Superintendent of Schools - Mountain)
S. Thompson (Assistant Superintendent of Schools - Lower City)

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Binns presented the recommendations.

Moved by Mr. Mulholland:

That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective 1996 02 01, with salary according to the salary schedule:

Barbara McIlveen (S) - Section 27, 3/6 (3/3 Semester 2)
Ruth Purdy (S), 3/6 (3/3 Semester 2)
(Replacements)

(ii) That the following teachers be appointed to the Probationary Staff, effective 1996 02 01, with salary according to the salary schedule:

Colleen Blacklock (E)
Paul Brown (S), 3/6 (3/3 Semester 2)
Brenda Csordas (S), 3/6 (3/3 Semester 2)
Theresa Sgambato (S), 2/6 (2/3 Semester 2)
Paul Szczyry (E), .5
(Replacements)

3. **PROMOTIONS**

(a) That the following teachers be appointed to the positions indicated, effective 1996 02 01, with salary according to the salary schedule:

Barbara Brown (S), Acting Head of Department (Guidance)
Robert Corey (S), Acting Head of Department (Guidance)
Campbell Gauldie (S), Acting Head of Department (Guidance)
Patricia Gionet (S), Acting Assistant Head of Department (French Immersion)
Warren Johnson (S), Acting Head of Department (Science)
Maelly Lew (S), Acting Assistant Head of Department (Science)
Patricia Loney (S), Acting Assistant Head of Department (Academic)
Susan Peart (S), Acting Head of Department (Girls' Physical and Health Education)
Brian Ryder (S), Acting Assistant Head of Department (Science)
Keitha Seneco (S), Acting Head of Department (Family Studies)
Claire Wright (S), Acting Head of Department (Academic)
Diane Zsepeczky (S), Acting Head of Department (Guidance)
(Replacements)

5. **TIMETABLE CHANGES**

(a) That the following timetable increases, effective 1996 02 01, be approved:

Patricia Ashton (S), 5/6 to 6/6
Tracey Austin (S), 5/6 to 6/6
Lorenzo Binotto (S), 3/6 to 5/6 (3/3 Semester 1 and 2/3 Semester 2)
Virginia Brisbin (S), 1/6 to 3/6 (1/3 Semester 1 and 2/3 Semester 2)
Robert Bukvic (S), 5/6 to 6/6
Bruce Cooke (S), 4/6 to 5/6 (2/3 Semester 1 and 3/3 Semester 2)
Leslie Cramer (S), 4/6 to 5/6
Ghislaine Dean (S), 5/6 to 6/6
Jyoti DeHaan (S), 4/6 to 6/6
Joan DiBerardo (S), 3/6 to 6/6
Caryl Durst (S), 5/6 to 6/6
Jeannine Falasca (S), 5/6 to 6/6
Paul Guagliano (S), 3/6 to 6/6
Denise Hagger (S), 5/6 to 6/6
Mark Hadala (E), .5 to 1.0
Lucy Jane Hannaford (S), 4/6 to 5/6 (2/3 Semester 1 and 3/3 Semester 2)

Jean Hughes (S), 4/6 to 5/6 (2/3 Semester 1 and 3/3 Semester 2)
Katherine Joynt (S), 5/6 to 6/6
Janice Kovar (S), 4/6 to 5/6 (3/3 Semester 1 and 2/3 Semester 2)
Victoria Kudrenski (S), 5/6 to 6/6
Melinda Lula (S), 5/6 to 6/6
Jeannine MacIsaac (S), 3/6 to 6/6
Joan Massey (S), 5/6 to 6/6
Darlene McIlveen (S), 5/6 to 6/6
Mark Miculan (S), 4/6 to 6/6
Heather Moffat (S), 4/6 to 6/6
Louise Morissey (S), 4/6 to 5/6 (2/3 Semester 1 and 3/3 Semester 2)
Donald Orsi (S), 4/6 to 5/6 (3/3 Semester 1 and 2/3 Semester 2)
Susan Peart (S), 3/6 to 6/6
Richard Piet (S), 3/6 to 6/6
Maria Persichini (S), 4/6 to 6/6
Donna Prystie (S), 5/6 to 6/6
Delores Ruff (S), 5/6 to 6/6
Keitha Seneco (S), 4/6 to 6/6
Linda Smith (S), 5/6 to 6/6
Mark Spera (S), 4/6 to 6/6
Robert Spree (S), 5/6 to 6/6
Graham Timms (S), 3/6 to 6/6
Barbara Tkach (S), 4/6 to 5/6 (2/3 Semester 1 and 3/3 Semester 2)
Pieter Toth (S), 3/6 to 6/6
Michelle Visca (S), 5/6 to 6/6
Darlene Wall (S), 4/6 to 5/6 (2/3 Semester 1 and 3/3 Semester 2)
Radia Younes (S), 4/6 to 5/6 (2/3 Semester 1 and 3/3 Semester 2)
(Replacements)

8. LEAVES

Reduced Workload Leave

(a) That the request of Diane Durney (S) for a Reduced Workload Leave of Absence, from 6/6 to 5/6 (3/3 Semester 1 and 2/3 Semester 2), effective 1996 02 01, be approved.

CARRIED.

The meeting then adjourned.

Read and confirmed,

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Chairman

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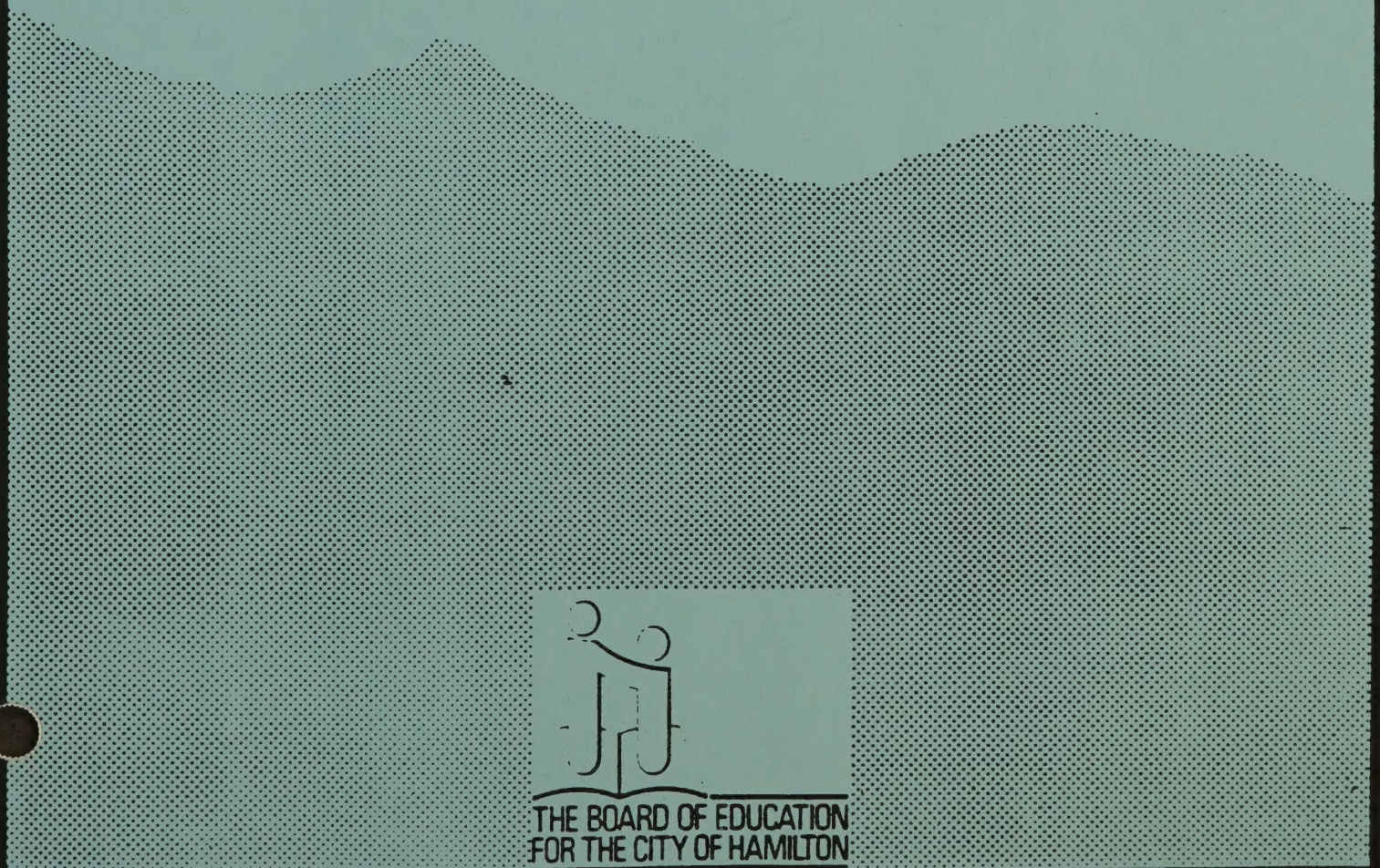
URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1996

FEBRUARY 1996

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
MAR 7 1996
GOVERNMENT DOCUMENTS



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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1996 02 08

Present: Trustees Darby (Chairman), Cunningham, Hicks, Johnston, Korz, Paquin and Stewart.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, MacDonald, Mulholland, Orban, Patenaude, Rodgerson and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Financial Services and Treasurer)
E. Bond (Superintendent of Program)
P. Gillie (Superintendent – Administrative and Operational Services)
M. Quinn (Superintendent of Schools – Lower City)
M. Matier (Assistant Superintendent of Schools – Mountain)
S. Thompson (Assistant Superintendent of Schools – Lower City)

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustee Lowe. He then asked for confirmation of the minutes.

Moved by Dr. Johnston:

That the minutes of the regular meeting of 1996 01 11 and special meeting of 1996 01 30 be approved as presented. **CARRIED**

GENERAL

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Dr.Johnston:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

Staffing Report – Full Time Equivalent Positions

Mr. Binns presented the report.

Moved by Mr. Hicks:

That the Staffing Report – Full Time Equivalent Positions as of 1996 01 31 be received for information. **CARRIED**

Report on Supply Teacher Usage

Mr. Binns presented the report.

Moved by Canon Rogers:

That the Report on Supply Teacher Usage as of 1995 12 31 be received for information. **CARRIED**

Workers' Compensation Report, Proposed Move to Schedule II

Mr. Binns gave an overview and then called on Mr. W. Urie, Co-ordinator of Occupational Health and Safety, who reviewed the Report.

Mr. Urie introduced Mr. B. Brown, General Manager of the School Board Cooperative Inc., who provided background information about his firm and then discussed the financial implications of transferring to Schedule II of the WCB assessment.

Moved by Mr. Mulholland:

That the Workers' Compensation Report, Proposed Move to Schedule II be received for information and the following recommendations approved:

(a) That the Hamilton Board of Education transfer to Schedule II retroactive to 1995 01 01 and pay approximately $799,000.00 to the Workers' Compensation Board (WCB) within the 60–day time requirement.

(b) That the Hamilton Board of Education join the School Board Cooperative Inc. at a cost of approximately $33,000.00 annually.

(c) That Human Resources staff review with the Finance Department the options of participating in insurance coverage for a catastrophic event (through the School Board Cooperative Inc.).

In response to the members' concerns, the officials clarified that the 1996 budget reflects the amount of $1,240,000 for WCB expenditures; this was based on Schedule I.

Mr. Binns agreed to provide all trustees with a list of school board membership to the School Board Cooperative Inc. which was earlier presented to Senior Management.

When some trustees alluded to a presentation that should have bee made by an Expense Reduction Analyst consulting firm [reference: Report on Expense Reduction Analysts' (ERA) Proposal re Attendance Management, 1996 01 11 Personnel and Organization Committee meeting], Mr. Darby clarified that the minutes indicate the whole report on Attendance Management at that time was **tabled**. He added that, while some trustees suggested the presentation, there was no specific direction to this effect because the other trustees would like the concept of "consultancy" explored and reviewed further.

Stating that any individual or group could make presentation to the Board, Mr. Korz requested the ERA consultancy firm be sent a copy of tonight's meeting minutes with an invitation to proceed with the presentation.

Expressing her concerns, Miss Cunningham reminded the members of the Board's procedures regarding presentations by the public.

It was clarified for Mrs. Rodgerson that it would be inappropriate to make a cost comparison between the School Board Cooperative Inc. and the ERA proposals because these refer to two different issues, i.e. the former relates to injuries at work while the latter deals with sick leaves.

The motion was put to a vote and was **CARRIED**.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Report of the Committee to Review the Selection Process for Vice-Principals and Principals

Mr. Stewart presented the Report and thanked the members of the Committee to Review the Selection Process for Vice-Principals and Principals for their time and valuable contributions to this important undertaking.

Moved by Mr. Stewart:

That the Report of the Committee to Review the Selection Process for Vice-Principals and Principals be received for information and the following recommendations approved:

1. That the Officials be directed to initiate the Vice-Principal and Principal promotion process adopting the amendments contained within this Report.

2. That the Vice-Principal and Principal selection process continue to be monitored and updated by the reconstituted Review Committee which now includes Trustee representation and that annual reports be made to the Personnel and Organization Committee.

Mr. Binns provided the following clarifications:

- The National Association of Secondary School Principals (NASSP) process is an extensive but quite expensive assessment model.

- The new process for the selection and promotion of Vice-Principals and Principals will begin between now and June 30th, incorporating some approved changes. However, those areas requiring extensive development and review, e.g. leadership training program, will be considered at the next selection process.

In commending the Report, Mr. Hicks suggested the committee membership and reporting formats may be helpful to the budget analysis process.

The motion was put to a vote and was **CARRIED**.

Recommendations of the Superintendent of Human Resources

At this point, Mr. Mulholland requested the minutes show that he had a couple of concerns with the recommendations.

Moved by Canon Rogers:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

The meeting then adjourned.

Read and confirmed,

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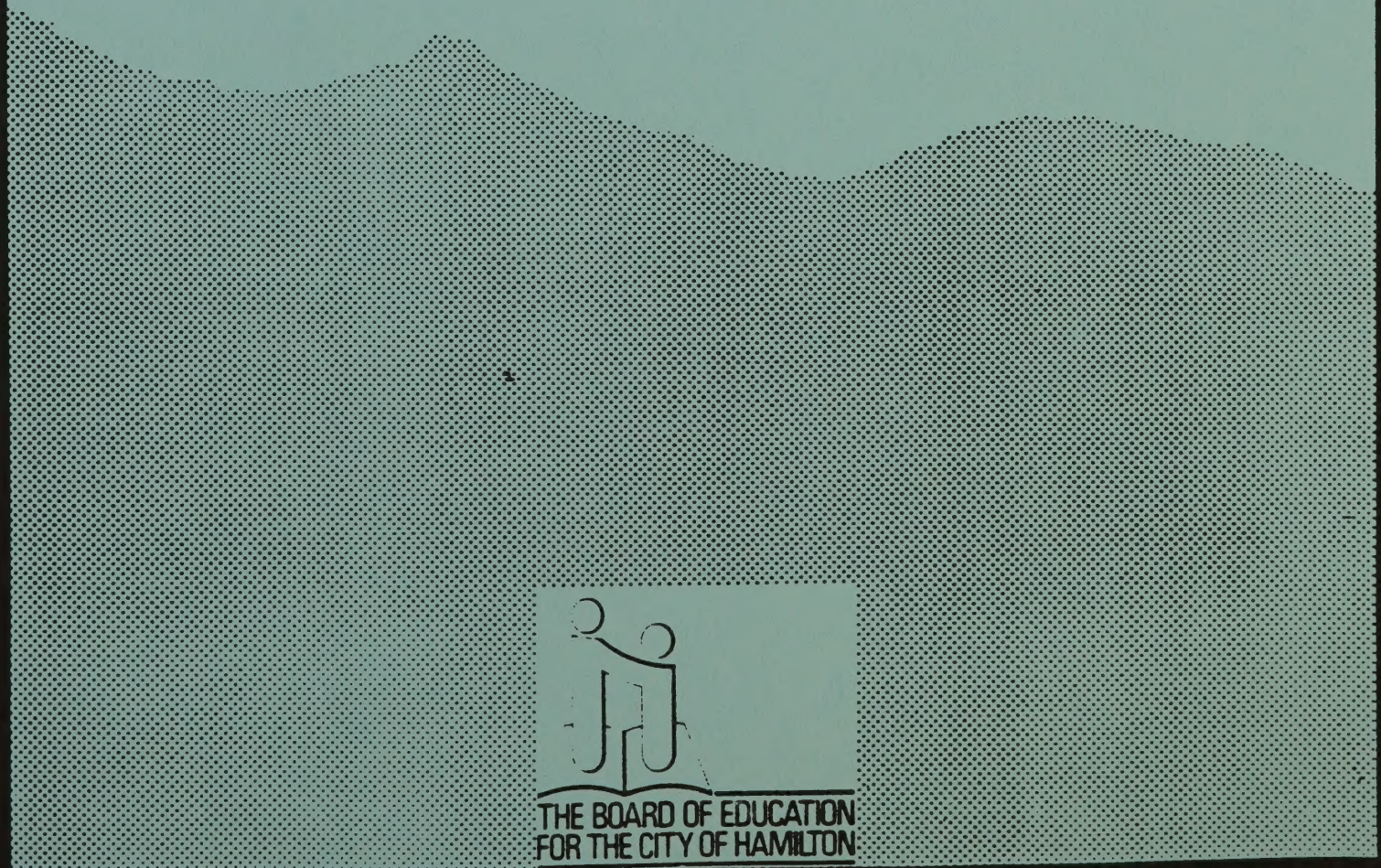
rt CHAIRMAN

URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1996

MARCH 1996

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
MAR 25 1996
GOVERNMENT DOCUMENTS



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ELEMENTARY/SECONDARY

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1996 03 05

Present: Trustees Darby (Chairman), Cunningham, Hicks, Johnston, Korz, Paquin and Stewart.

Also Present: Trustees Bishop, Desmarais, Gage, Lowe, MacDonald, Mulholland, Orban, Rodgerson and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Financial Services and Treasurer)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
M. Quinn (Superintendent of Schools – Lower City)
M. Matier (Assistant Superintendent of Schools – Mountain)

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Hill, Johnstone and Patenaude. He then asked for confirmation of the minutes.

Moved by Mr. Hicks:

That the minutes of the regular meeting of 1996 02 08 be approved as presented.
CARRIED

GENERAL

NEW BUSINESS:

Presentation from Expense Reduction Analysts re Attendance Management Program and Proactive Medical Management Program

Mr. Darby introduced the presenter, Mr. D. Hickerson, President of Expense Reduction Analysts.

Mr. Hickerson provided background information about his firm and then outlined the process and fee structure for the programs being offered. Noting the firm's association with Wilson Medical Centre, Mr. Hickerson introduced Dr. F. Shapiro and his son Mr. B. Shapiro (General Manager of the medical centre) who assisted in responding to the members' questions. At the conclusion of his presentation, Mr. Hickerson advised that he would be providing the trustees with a package of information detailing the firm's proposal to the Board. **[This information was placed in Trustees' lockers on 1996 03 07.]**

It was agreed:

That the Presentation from the Expense Reduction Analysts regarding Attendance Management Program and Proactive Medical Management Program be referred to the officials.

When Mr. Hickerson advised that the firm would have access to the personal records of employees who will be placed under their care, Miss Cunningham requested the officials look into possible implications with the Freedom of Information Act.

Recommendations of the Superintendent of Human Resources

Moved by Mr. Korz:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

Staffing Report – Full Time Equivalent Positions

Mr. Binns reviewed the report, noting the changes.

Moved by Miss Cunningham:

That the Staffing Report – Full Time Equivalent Positions as of 1996 02 29 be received for information. **CARRIED**

Expressing her concerns with the declining Secondary Composite enrolment, Ms. Orban requested the June, 1996 enrolment projections for this area be brought at the next meeting.

Report on Supply Teacher Usage

Mr. Binns presented the report.

Moved by Miss Cunningham:

That the Report on Supply Teacher Usage as of 1996 01 31 be received for information. **CARRIED**

In response to the members' request, Mr. Binns agreed to include a by–month comparison of the Total Expense column for current and previous years in future reporting.

Temporary Assistance Report

▪Substitute Cleaner/Casual Assistance Usage

Mr. Binns reviewed the report.

Moved by Mr. Hicks:

That the Report on Substitute Cleaner/Casual Assistance Usage as of 1996 01 31 be received for information.

Mr. Binns agreed to bring back the following information:

- Dollar expense comparison of current and previous year in future reporting
- Clarification of the December figures of 1,154 (1995 Total # of Days) and $56,711 (1995 $ Expense).

The motion was put to a vote and was **CARRIED**.

▪Temporary Assistance Expenditures

Mr. Binns reviewed the report.

Moved by Miss Cunningham:

That the 1995 and 1996 Temporary Assistance Expenditures Report be received for information.

The members requested clarification in the following areas at the next meeting:

- $147,354 Program Department
- $ 4,865 "Other Operating"
- $164,264 Security/Parking (Building and Parking Security Guards)

The motion was put to a vote and was **CARRIED**.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Binns drew the members' attention to the termination of a large number of elementary and secondary teachers.

Ms. D. Russon, Employee Relations Manager, detailed the rationale for the termination and process in arriving at the number of teachers in the list. She emphasized the following as key factors: (a) the Board's budget reduction target of $25.4 million, (b) the legislation requirements as outlined in Regulations 327 of the Employment Standards Act on advance termination notice, and (c) potential budget reduction strategies (Tool Kit) the Board is anticipating from the Ministry of Education and Training. She noted that the teachers being recommended for termination were taken from the bottom of the seniority list.

Ms. Russon clarified that non-compliance with the Employment Standards Act could result in substantial "penalty" costs for the Board.

Expressing deep concerns with the severity of the situation facing the Board, the members provided the following suggestions for consideration:

- a five percent salaries and wages rollback across the system
- the Early Retirement Working Group look into "85 and 87" factors
- increasing property taxes

Moved by Mr. Stewart:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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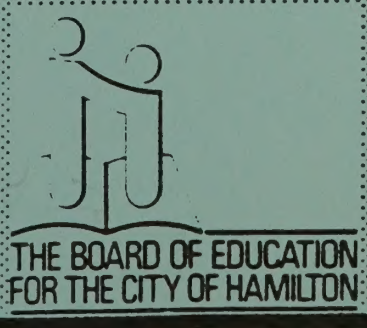
URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1996

APRIL, 1996

PERSONNEL AND ORGANIZATION COMMITTEE



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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1996 04 11

Present: Trustees Darby (Chairman), Cunningham, Hicks, Korz, Paquin and Stewart.

Not Present: Trustee Johnston

Also Present: Trustees Bishop, Desmarais, Gage, Hill, MacDonald, Mulholland, Orban, Patenaude and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary),
R. Binns (Superintendent of Human Resources),
P. Shewfelt (Superintendent of Financial Services and Treasurer),
E. Bond (Superintendent of Program),
N. Nicholls (Superintendent of Schools - Mountain),
M. Quinn (Superintendent of Schools - Lower City),
R. Lavoie (Superintendent of Schools - French As A First Language),
M. Matier (Assistant Superintendent of Schools - Mountain),
S. Thompson (Assistant Superintendent of Schools - Lower City)
F. Cooke (Assistant Superintendent of Program).

Mr. Darby called the meeting to order noting regrets for not being able to attend were received from Trustees Johnstone, Johnston and Lowe.

Moved by Mr. Hicks:

That the minutes of the 1996 03 05 meeting be approved. **CARRIED**.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Response from the Officials to the Presentation from Expense Reduction Analysts re Attendance Management Program and Proactive Medical Management Program

Mr. Binns presented the report, outlining the rationale for the recommendation to take no action.

Responding to questions, Mr. Binns clarified that the Board's Attendance Management System has not yet been fully operational for a year.

Moved by Mrs. Bishop:

That no action be taken at this time re Attendance Management Program and Proactive Medical Management Program. **CARRIED**.

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Mr. Korz:

That the Recomendations of the Superintendent of Human Resources be approved. **CARRIED**.

Staffing Report - Full Time Equivalent Positions

Mr. Binns reviewed the report. He drew attention to a 0.50 FTE decrease effective January under Recoverable Administration which has been moved to Administration and Support Staff which reflects the increase.

In response to a request, Mr. Binns projected a decrease in secondary and vocation enrolment of 910 students to the end of June.

Moved by Ms. Orban.

That the Staffing Report - Full Time Equivalent Positions be received for information. **CARRIED.**

Report on Supply Teacher Usage

Mr. Binns presented two reports to the end of December, 1995 and February, 1996. In the 1996 Report he noted the addition of a column "1995 Total Expense", and also requested the deletion of the figure $3,500,000 under Proposed 1996 Budget.

Moved by Miss Cunningham:

That the Report on Supply Teacher Usage be received for information. **CARRIED.**

Update on OCTU Layoff

Ms. Orban sought information regarding elementary library support staff layoffs.

Mr. Binns explained the requirements of a mass layoff and that, as part of the process, library support staff received layoff notices. He acknowledged that a) many of these staff members have long seniority but had to be identified due to their salary Grade level and b) they have little opportunity to bump and cannot move into another bargaining unit.

It was agreed:

That the Verbal Update on Office, Clerical and Technical Unit (OCTU) layoff be received for information.

The following motion was approved at the in-camera session of the Personnel and Organization Committee:

Recommendation of the Director of Education

Moved by Miss Cunningham:

That the Director present a report on restructuring Senior Management to the May, 1996 meeting of the Personnel and Organization Committee.

ELEMENTARY/SECONDARY

Recommendations of the Superintendent of Human Resources

Moved by Miss Cunningham:

That the recommendations of the Superintendent of Human Resources be approved. **CARRIED.**

The following motion was approved at the in-camera session of the Personnel and Organization Committee:

Recommendation of the Director of Education
Moved by Ms. Orban:

That the following recommendation of the Director of Education be approved:

a) That the resignation of Nancy Nicholls, Superintendent of Schools, for the purpose of retirement, effective 1996 05 31, be accepted with regret and that the Board's gratuity be paid.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

cv

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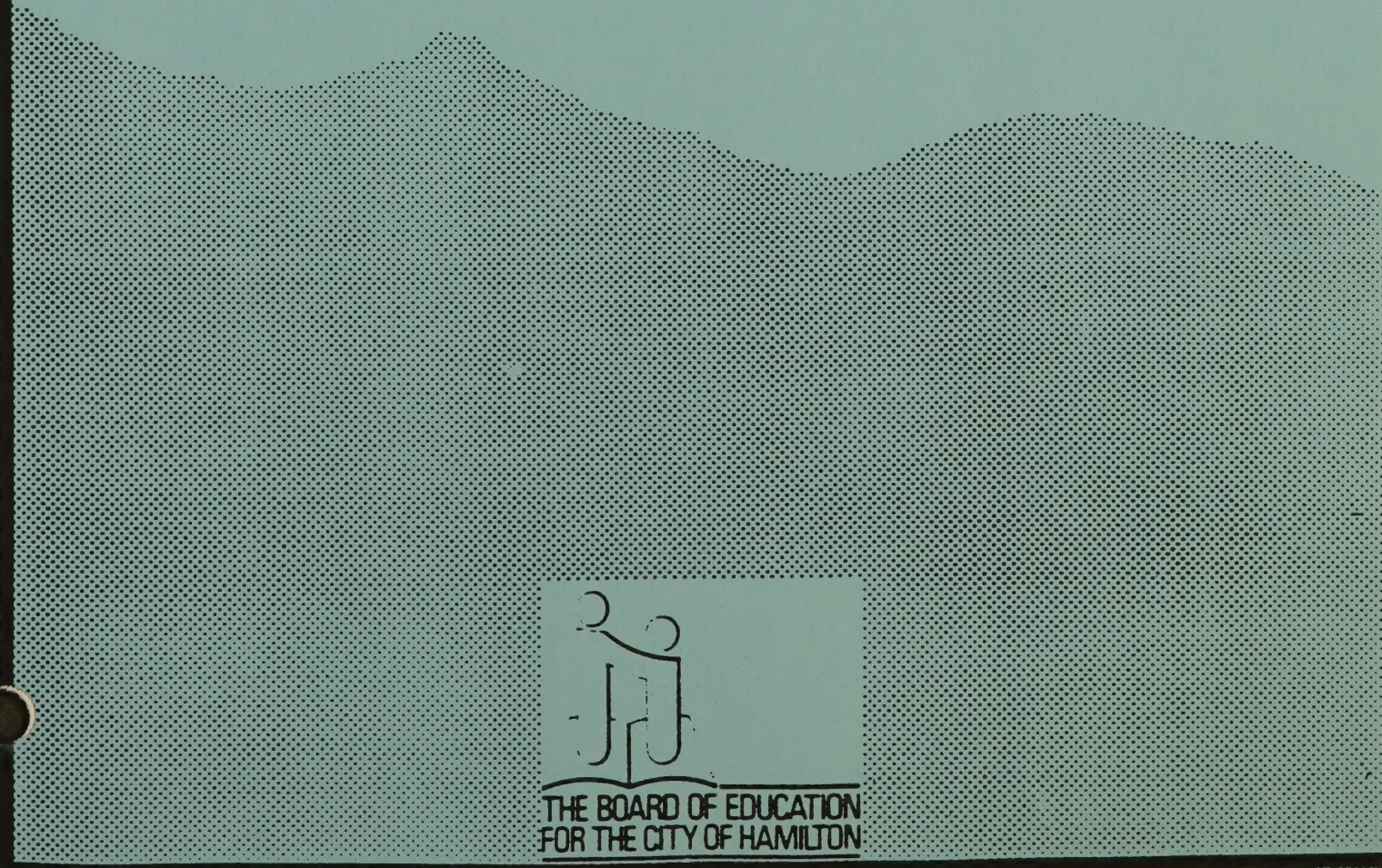
CA4 ON HBL W26
M36
1996

MAY, 1996

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
MAY 24 1996
GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1996 04 30

Present: Trustees Darby (Chairman), Cunningham, Hicks, Johnston, Korz, Paquin and Stewart.

Also Present: Trustees Desmarais, Hill, Johnstone, Mulholland, Orban, and Rogers.

Officials Present:
D. Goodridge, Director of Education and Secretary
R. Binns, Superintendent of Human Resources
P. Gillie, Superintendent - Administrative and Operational Services
M. Quinn, Superintendent of Schools - Lower City
N. Nicholls, Superintendent of Schools - Mountain

Mr. Darby called the meeting to order noting regrets for not being able to attend were received from Trustees Bishop, Gage, Lowe and Rodgerson.

Moved by Dr. Johnston:

That the minutes of the 1996 04 11 meeting be approved. **CARRIED.**

Mr. Darby noted that Mr. Binns was presently attending a Salary meeting. Any items requiring his presence would be deferred.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report on Restructuring of Senior Management [To be deferred]
Moved by Canon Rogers:

That the Report on Restructuring of Senior Management be deferred to the June meeting.

Mr. Darby explained that the Ontario Public School Boards' Association's (OPSBA) conference conflicts with the June meeting date and suggested the date be moved to accommodate the Director and trustees attending the conference. Members agreed to recommend to the Chairs' Committee that the June meeting of the Personnel and Organization Committee be held on Wednesday, 1996 06 12.

The motion was put to a vote and was **CARRIED.**

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources
Moved by Mr. Korz:

That the Recommendations of the Superintendent of Human Resources be approved.

While not against the approval of the Added Recommendation (General), Mr. Mulholland questioned the timing of this recommendation immediately following budget and the terminology reference to Clerical as these were technical positions.

The motion was put to a vote and was **CARRIED**.

Staffing Report - Full Time Equivalent Positions
Mr. Binns presented the report.

Moved by Mr. Paquin :

That the Staffing Report - Full Time Equivalent Positions be received for information.
CARRIED.

Report on Supply Teacher Usage
Mr. Binns reviewed the report on Pages 3 and 4, noting inclusion of 1996 budget figure and the decrease of +400 days.

Moved by Dr. Johnston:

That the Report on Supply Teacher Usage be received for information. **CARRIED.**

Temporary Assistance Reports:
a) Report re Substitute Cleaner/Casual Assistance Usage
Mr. Binns noted the addition of two columns which provide 1995/1996 comparisons and drew attention to the decrease in expenditures.

Moved by Mr. Paquin:

That the Report on Substitute Cleaner/Casual Assistance Usage be received for information.
CARRIED.

b) Report on Temporary Assistance Expenditures
Moved by Ms. Orban:

That the Report on Temporary Assistance Expenditures be received for information.**CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:
Recommendations of the Superintendent of Human Resources
Moved by Mr. Korz:

That the Recommendations of the Superintendent of Human Resources be approved.

Mr. Hicks requested the inclusion of figures to reflect staff taking advantage of the Board's Early Retirement Savings Plan.

The motion was put to a vote and was **CARRIED.**

Principal/Vice-Principal Selection Process - Requested by Trustee Stewart
Noting 14 people are presently going through this process, Mr. Stewart relayed concerns expressed by Trustee Bishop. One of the key changes related to the revised Selection Process was to be the determination of the number of candidates required. This procedure was not followed before the commencement of the Selection Process, and with the advent of elementary school twinning and an Early Retirement Incentive Plan, he was recommending the cessation of the process until a determination is made based on the number of staff taking advantage of ERIP.

Moved by Mr. Stewart:

That the Principal/Vice Principal Selection process be terminated at this point in time until the number of candidates required for the 1996-97 school year is brought forward by the Superintendent of Human Resources and the new procedure be initiated.

Mr. Stewart indicated his preference for the terminology of "terminated" rather than "suspended" as suggested by Dr. Johnston. Mr. Stewart clarified that he was not suspending the report but terminating the process.

Aware of, but not privy to Mrs. Bishop's particular concerns, Mr. Goodridge alluded to the review of this process which could address concerns while improving the process.

Trustees opposed to the motion remarked:
~ appointment of a Trustee to this Committee had been delayed
~ not fair to cancel as process already underway with 14 candidates
~ correctable error following the process, i.e. correction during review, not during mid-process

Comments in favour of the motion included:
~ not following own rules, need to have an accountable pool in terms of requirement
~ new Selection Process includes an independent Committee that oversees process and determines validity of candidates who remain throughout the process
~ concerns that twinning would result increased people in the pool and candidates could remain in the pool for years
~ roles of Principal/Vice-Principal rapidly changing

The motion was put to a vote and was **LOST**.

Moved by Ms. Orban:

That this Committee meet in an in-camera session. **CARRIED.**

The Committee then met in-camera. No action was taken.

The meeting then adjourned.

Read and confirmed,

.....

cv Chairman

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1996

ES OF THE SPECIAL MEETING OF THE NEL AND ORGANIZATION COMMITTEE
1996 05 27

URBAN MUNICIPAL

AUG 26 1996

GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Cunningham, Johnston, Korz and Stewart.

Not Present: Trustee Hicks and Paquin.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Lowe, MacDonald, Mulholland, Orban, Patenaude and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Financial Services and Treasurer)
P. Gillie (Superintendent of Administrative and Operational Services)
N. Nicholls (Superintendent of Schools - Mountain)
M. Matier (Assistant Superintendent of Schools - Mountain)

Mr. Darby called the meeting to order noting that regrets for not being able to attend were received from Trustees Hicks and Paquin.

GENERAL

Noting it was with regret, Mr. Goodridge read a letter from the Superintendent of Financial Services and Treasurer, Paul Shewfelt, signifying his intent to resign for the purpose of retirement effective 1996 08 15.

Several trustees expressed admiraton for Mr. Shewfelt's professionalism, his dedicated service to the Board and the personal loss his retirement will be for the trustees, staff and students.

Moved by Miss Cunningham: That the letter of resignation for the purpose of retirement from Paul Shewfelt, Superintendent of Financial Services and Treasurer, be received with regret. Carried.

Recommendations of the Superintendent of Human Resources

In response to questions, Ms. Russon, Manager of Employee Relations, indicated that the cost to the Board of the Early Retirement Incentive Plan is $2,333,416 (combination of benefits and cash incentives) and that approximately 83 positions will be replaced.

Moved by Dr. Johnston: That the following recommendations of the Superintendent of Human Resources be approved:

6. *RETIREMENTS*

(a) That the Board approve payment of the Early Retirement Incentive Plan to the following employees in accordance with the Option Plans indicated below:

OPTION 1

C.U.P.E.

Nancy Gravina
Gordon Hazell
Lorne Marlow
Edward Reynolds

OPTION 2

C.U.P.E.		Senior Management
Ruby Belmore	Roy Jenkins	Nancy Nicholls
Margaret Bonnell	Patricia Lane	Paul Shewfelt
Mary Burke	Bernice MacLeod	
Sarah Connelly	Jessie McGhee	
Anna DiBattista	Mirella Propedo	
Alfonsa Giglione	Rosa Silva	
Doreen Hopkins	Isabel K. Smith	

The motion was put to a vote and was Carried.

ELEMENTARY/SECONDARY

Recommendations of the Superintendent of Human Resources

In presenting the recommendations, Mr. Binns relayed the following information:

As a result of notification from the Minister of Education and Training about revenue cutbacks to school boards, it was determined that large scale downsizing of our employees could occur as early as 1996 09 01. The government indicated that a $400 million reduction in school board grants for 1996, followed by that same $400 million reduction in 1997 plus an additional $600 million reduction in 1997 and subsequent years (a total of $1 billion reductions per year). Subsequent Ministry announcements indicated reduced grant revenues and cost reduction initiatives such as the following:

⇨reduction in grants for Junior Kindergarten students
⇨reduction in grants for Adult Students (over 21 years of age)
⇨a freeze on capital projects
⇨adjustments to transportation grants
⇨suggested reductions in school board administration and custodial and maintenance expenditures
⇨differentiated staffing recommendations to enable the hiring of non-certificated personnel to perform library, counselling and computer services

The Hamilton Board of Education anticipated that, should all of the Minister's announcements come to fruition as early as September, 1996, we would be in a "mass layoff position" under which the Employment Standards Act requires 16 weeks notification prior to the anticipated 1996 06 30 termination date. The board

properly exercised its duty to inform a number of employees in all employee groups that their services would not be required following this school year. Other Boards checked with their solicitors and finding the Hamilton Board's action to be correct, they too acted quickly to serve notice to their employees.

In order to effect some of the savings, the Minister stated that a Savings in Education Plan (or Tool Kit) would contain instruments to assist boards in realizing the cost reductions. That plan, received in March, fell short of providing significant tools for this school board to reach its cost reduction target.

The termination and layoff notices were a "worst case scenario" subject to budget deliberations which were partially completed in late April. Whereas a mill rate was determined, the Hamilton Board was left with a $5 million revenue shortage which it is attempting to find through a variety of means including negotiated savings from all employee groups. The Minister did indicate that one of his goals was to provide for local decision-making and locally negotiated solutions. Having met with representatives of our employee groups as well as determining much of our September, 1996 staffing needs, we are able to recommend the re-appointment of all permanent contract and secondary teachers. Other employee groups will be dealt with in subsequent meetings. Whereas we have not yet achieved all the necessary savings required by the 1996 budget, it is necessary for us to re-appoint these staff members to enable Secondary staff allocation procedures to occur prior to the end of the school year.

The total number of reappointed teachers in these recommendations is 193 (representing 188.33 FTE).

In response to questions, Mr. Binns confirmed that, with these recalls, the technical programs are staffed.

The Chairman ruled that further questions regarding contingency plans should the Board not reach the desired savings to be in-camera issues.

Based on Mr. Binns' introductory comments, it was moved by Miss Cunningham: That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Donna Hudzieczko (E) be re-appointed to the Probationary Staff, effective 1995 09 01 (.8), with salary according to the salary schedule. **Replacement**

(ii) That Sharon Paterson (E) be appointed to the Probationary Staff, effective 1995 09 01 (.5), with salary according to the salary grid. **Replacement**

2. PERMANENT STAFF APPOINTMENTS

(a) That the following secondary teachers be re-appointed to the Permanent Staff, effective 1996 09 01, with salary according to the salary schedule:

Jeremy Abrahams
Zaitoon Adatia
Arlene Albrich
David Andrus
Mary Arnold
Maureen Ash
Tracey Austin
Joseph Bajkor
Terrence Beaupre
Melinda Lula
Donna MacKenzie
Jeffrey Mackness
Janice Maikawa
Joan Massey
Joseph May
Lisa May
Deborah McAlpine
Jennifer McConnell

Philip Beard
Lorenzo Binotto
Lori Bourassa
Douglas Bishop
John Blackmore
Lisa Borkovich
John Bradley
Sharon Bray
Peter Brent
Virginia Brisbin, (.5)
Richard Brooks
Marilyn Brown
Robert Bukvic
John Calderwood
William Challis
Gordon Cillis
Helen Charalambopoulos
Peter Cipriani
Karen Ciprietti
Joni Lee Clark
Jane Clouston
Carrie Collins
Theodore Connor
Bruce Cooke
Isabel Copeland
Glenn Cooke
Assunta Consoli
Angelo Costanzo
Leslie Cramer (.83)
Louise Creaghan
Arthur Cseresnyes
Silvia D'Agruma
Paul Daignault
Ghislaine Dean
Jyoti deHaan

Gary Deveau
Rita DiCenzo, (.83)
Frances DiIorio
Kathryn Dilar
Nicolino DiLeo
Nishat Din
Suzanne Dube
Norma Ducau
Kathryne Duguay
Stephen Dunn
Caryl Durst
Elysia Dywan, (.67)
Hans Eckart

Patricia McCulloch
Janine McCullough
Patricia McEachren (.67)
Darlene McFadden-Hart
Darlene McIlveen
Neil McIlveen
Margaret McInerney
Jeannine McIsaac
Susan McKague
Richard McKinnon
Christine McKinty
Elizabeth McQueen
Dianne Merriam
Mark Miculan
Angela Middaugh
Tom Mlekuz
Heather Moffat
Jeffrey Moore
Reece Morgan
Louise Morissey, (.83)
Kathleen Morris, (.67)
Catherine Munro
Eileen Murgatroyd
Jane Murray
Norah Navin
Joanne Nicholls
John Niessen
Tessa Nieuwenhuis
Madiha Nolan
Gary Nolan
Donald Orsi, (.83)
Rose Orta
Roberta Pentland
Maria Persichini
Clodette Perri
Richard Piet
Corie Pillinini
James Pirrie
Heinz Plessl
James Poot
Donna Prystie, (.83)
Michelyn Putignano
Ene Readyhough
Janice Reese
Mark Reese
Maria Rikic-McCarthy
Heidemarie Rinas
Sharon Roth
Delores Ruff

Michele Fairfield
Jeannine Falasca
Barbara Fraser
Robert Fraser
John Fredette
Randall Gallant
Eleanor Gallaugher
Richard Gallo
Norine Galvin

Brian Greig
Paul Guagliano
Denise Hagger
Mark Hamill
Lucy Jane Hannaford (.83)
Thomas Harber
Clare Hargreaves
Paul Hitchcock
Klaus Hoeg
Nancy Holmes, (.67)
Sandra Holmes
Jean Hughes, (.83)
Kim Hutt-Taylor
Dean Huyck
Wayne Inglehart
Katherine Joynt
George Karambelas
Laurel Karry
Paul Kislinsky
George Knill
Doreen Knowles
Ivan Kocmarek
Janice Kovar
Victoria Kudrenski
Stephen Lees
Maelly Lew
Heather Lewis
Patricia Loney
Betty Lukey

188.33 F.T.E.
193 Teachers

Patricia Rybski
Irene Sabat
Aleida Sanderson-Bagchus
John Scarcelli
Adele Schiedel, (.83)
Paula Scott
Keitha Seneco, (.83)
Jody Shaboluk
Susan Shaker
Eileen Shannon
Anne Simpson (.83)
Kenneth Smith
Linda Smith
Lynsey Sober
Mark Spera
Marion Spino
Robert Spree
Kristina Stasiulis
Sharon Stephanian
Aleksandar Stosich
Martin Strobl
Kasturie Surat
John-Paul Szarak
Tara Tandan
Carol Taylor
Wayne Teicht
Jeffrey Thomas
Annette Tonogai
Beata Vertes
Michelle Visa-Facciuolo
Darlene Wall, (.83)
Radia Younes (.83)
Ernst Weinhardt
Robert Weiss
John Whitwell
Evelyn Wilkie, (.67)
Sidney Willford
Gail Williams, (.5)

6. *RETIREMENTS*

(a) That the Board approve payment of the Early Retirement Incentive Plan to the following employees in accordance with the Option Plans indicated below:

OPTION 1

Elementary Teachers

Diane Bolton
Mary Gledhill
Janyce Hadala
Robert Moulton
Louis Quildon
Judith E. Robinson

Secondary Teachers

Boris Dusanowsky
Wayne Elgie
Edward R. Gillis
Malcolm MacPhee
Roger Rose
Gordon M. Sloan
David Stallwood
Paul Yakimoff

P.A.S.S.

Herb Hyland

OPTION 2

Elementary Teachers

Elaine Aikman
John Aikman
Eileen Alecock
Joan Allan
Margaret Anderson
E. Patricia Cudmore
Linda Deachman
Cornelia de Haan
Helen Douglas
Jennifer Early
Mildred Fair
Ian P. Fraser
Gary Gibson
Arlene Grant
John Gumbert
M. Penny Gumbert
Barbara Harper
Olga Hencher
Lyndia Hendry
Barbara Hennessy
Lily Hewins
Douglas Jarrett
Lois Kelly
Mary Kinsey
Shirley Knapman
Michi Koike
Ian Leech
Victor Lepp
Sandra MacDonald
Peter McCarroll
Walter Moir
Janet Norris
Jacqueline Odoni
Donald Oliphant
Sandra Ophoven
Margaret Parsons
Lenore Pastuzak
Audrey Petzold
Linda Redfearn
Nancy Ruddle-Hodson
Arlene Sargeant
L. Ruth Simmons
Jane Steeves
John Steinberg
Gloria Stout
Elaine Twigg
Patricia Van Boom
Olga Warren
Wilmagale Watson
Raymond Wingfield
Judith Woods
Audrey Yegin

Secondary

Ken Ashcroft
George Augustin
Joseph Edward Axon
John V. Baxter
Gary Billings
Claudio Brunetti
Iris Chatten-Poot
William Clark
Mark Collington
Robert de Haan
Elmer Dipple
Robert Disher
Gerge Fischer
Douglas French
Alexandra Gall
Gary Gerth
Audrey Gleave
Gerald Hagen
Bruce Hall
William Hendry
John C. Hill
Margaret Iaquinto
Edward Maciulis
Sharon Mitchell
Terence Morgan
Joan Morse
William Muirhead
Graeme Newbigging
Catharine North
Larry Pitz
Crawford Potter
Arnold Rawana
William Robertson
Edward Rokowski
Elizabeth Rolland
Donald Roppel
Jim Ruddle
David Rutter
Hans Schlechta
Ronald Scherer
Bryan Schofield
Elmer Schurter
Arthur Sebastian
Arthur Shore
Evelyn Silver
Arnold Smiltnieks
Donald Spearin
Robert Stamp
Ethel Thayer
Elsie Thorn
Gladys Toze
Robert Wallace
P. Denis Weston
James Wilson
F. Shirley Winters
Wayne Young

O.C.T.U.

Katherine Aldgate
Deanna Binkley
Kathleen Brown
Mary M. Davies
Ileen Durant
Barbara Greenlee
Colleen Henderson
Marilyn Johnstone
Carol A. Lewis
Marjorie Wilkinson

Educational Assistants

Sandra Ballagh
Mary Beda
Dorothy McBride

O.P.E.I.U., Clerical

Marie Shwaluk

7. *LEAVING EMPLOYMENT*

(a) That the date 1996 08 31 for the following staff to leave the employ of the Board, be approved:

Donna Hudzieczko (E)
Sharon Paterson (E)
2 Elementary Terminations

The motion was put to a vote and was Carried.

The meeting then adjourned.

Read and confirmed

.....
Chairman

rm

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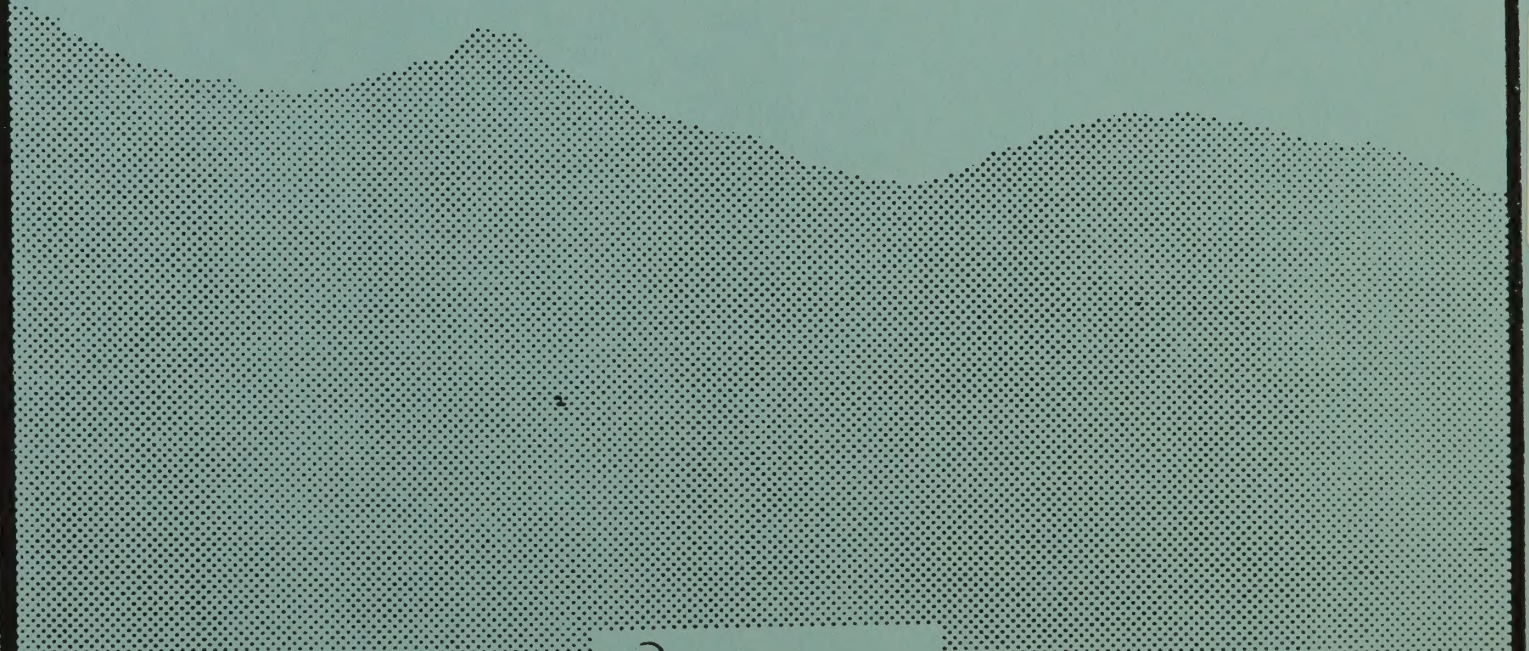
M36
1996

JUNE, 1996

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
AUG 26 1996
GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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1996 06 12

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1996 06 12

Present: Trustees Darby (Chairman), Cunningham, Hicks, Korz and Stewart.

Not Present: Trustees Johnston and Paquin.

Also Present: Trustees Bishop, Desmarais, Gage, Hill , Johnstone, Mulholland, Orban, and Rogers.

Officials Present:
D. Goodridge, Director of Education and Secretary
R. Binns, Superintendent of Human Resources
P. Shewfelt, Superintendent of Financial Services & Treasurer
P. Gillie, Superintendent - Administrative and Operational Services
N. Nicholls, Superintendent of Schools - Mountain
E. Bond, Superintendent of Program
M. Quinn, Superintendent of Schools - Lower City
S. Thompson , Assistant Superintendent of Schools - Lower City
M. Matier, Assistant Superintendent of Schools - Mountain

Mr. Darby called the meeting to order noting regrets for not being able to attend were received from Trustees Johnston and Paquin.

Moved by Canon Rogers:

That the minutes of the 1996 04 30 meeting be approved. **CARRIED.**

GENERAL
NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Binns presented the report, noting the added recommendations.

Mr. Mulholland declared a conflict of interest relative to Clause 7 (a) (i), stating he would not participate in the discussion on this issue and requested a separate vote on this clause.

In response to a query regarding library clerical workers, Mr. Binns advised that, as their names had not been brought to the Board for termination, they would not be brought for recall. It is his understanding that if the recommendation to remove 72.8 positions from non-mandated programs is approved at Board, that it would not impact on clerical workers. He suggested that the Board direct him to rescind the layoff letters sent out by administration.

Mr. Stewart clarified that Clause 7 (a)(i) represents the implementation of Option 1 of the Workload Formula by the end of August. He put forth the following arguments against approval of this clause this evening:

- implementation would be in violation of the present contract
- a recent grievance stipulates the regular hours of work per school
- the Board is entering into negotiations with CUPE Local 1344

Moved by Mr. Stewart:

That Clause 7 (a)(i) of the Recommendations of the Superintendent of Human Resources be tabled. [Cleaner, Assistant Caretaker and Casual Assistant Layoffs]

When trustees sought further clarification on this issue, it was

Moved by Miss Cunningham:

That the Committee move to an in-camera session. **CARRIED.**

When the public meeting reconvened, Mr. Darby announced that the motion to table Clause 7 (a)(i) was still under consideration. The tabling motion was put to a vote and was **CARRIED.** Trustee Mulholland abstained from voting.

Moved by Mr. Hicks:

That the remaining Recommendations of the Superintendent of Human Resources be approved. **CARRIED.**

Staffing Report - Full Time Equivalent Positions

Mr. Binns presented the report

Ms. Orban drew to the attention of both trustees and the public the decline in secondary enrolment and the resulting overstaffing of secondary teachers by February of 47.5 teachers based on the Ministry's grant/enrolment/staffing date of September 30th.

Moved by Mr. Korz:

That the Staffing Report - Full Time Equivalent Positions be received for information. **CARRIED.**

Report on Supply Teacher Usage

Mr. Binns presented the report.

Moved by Ms. Orban :

That the Report on Supply Teacher Usage be received for information. **CARRIED.**

Annual Report - Occupational Health and Safety

Mr. Urie presented the report. In response to questions, Mr. Urie noted there is preventative training related to proper lifting techniques within a limited budget and staff.

Concerns were raised regarding:

- a possible correlation between the increased number of falls during poor weather and the reduction in cleaning staff. Mr Binns noted Senior Management has no major concerns in this area.
- the percentage of Educational Assistant injuries

Moved by Mr. Hicks:

That the Annual Report - Occupational Health & Safety be received for information. **CARRIED.**

Report regarding Reorganization of the Director's Office

The following recommendations were approved at an in-camera session:

Moved by Mr. Gage:

That the Report regarding Reorganization of the Director's Office be received for information and the following recommendations be approved:

a) That the position of Communications Assistant (Grade 8, .8 F.T.E.) be created by redeploying the position of Section Leader (Grade 9, 12 months, currently vacant) effective June 30, 1996, with the duties of the Communications Assistant being those outlined in Appendix B.

b) That the position of Clerk (secretary), Public Relations Department (Grade 6, 12 months) and the position of Clerk (secretary), Director's Office (Grade 6, 12 months) be eliminated effective June 30, 1996 and that the position of Receptionist, Director's Office (Grade 4, 12 months) be created effective June 30, 1996, with duties as outlined in Apppendix B.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Trustees agreed to alter the order of the remaining agenda to facilitate an orderly consideration of these issues: Items #3 - #2 - #1 and -#4

Elementary School Twinning and Assignment of Principals/Vice-Principals

Mr. Thompson presented the report, noting a change in the last paragraph on Page 24, from "five" schools to "four". He proceeded to review the interim plan (effective September 1996) which allows four present Principals to remain in their current schools as a Vice-Principal and be twinned with another school as well as the twinning of Hess/Central and Earl Kitchener/Allenby Schools. Future retirements will result in twinnings as noted on Page 25. In reviewing the rationale, Mr. Thompson offered that this plan provides the least disruption to continuity at Lisgar, Peace Memorial, Hillsdale and Queensdale Schools.

Moved by Mr. Stewart:

That the following "Interim and Future Twinning Plan" for September, 1996 be approved:

INTERIM PLAN: SEPTEMBER, 1996

Lisgar and Ryckman's Corners
Peace Memorial and Norwood Park
Hillsdale and Hillcrest
Queensdale and Buchanan Park

TWINNING PLAN

Hess and Central (Sept. 96)
Earl Kitchener and Allenby (Sept. 96)
Ryckman's Corners and Helen Detwiler (Future)
Strathcona and G. R. Allan (Future)
Queensdale and Linden Park (Future)
Fairfield and Lloyd George (Future)

The following concerns were raised:
- the changing and increasing role of the principal/principal workload
- the kinds of reasons for originally appointing Vice-Principals to schools remain the same, i.e. enrolment, dual track, Compensatory Education, English as a Second Language, Junior Kindergarten, etc.
- that these changes are communicated to the school communities who will be affected by twinning in September, 1996
- the lack of a school campus concept
- temporary savings rather than permanent savings

Mr. Thompson clarified the following:
- the criteria set out under #6, Page 25, was used in considering which schools to twin
- the legal requirement to have a principal supervising a campus
- Vice-Principal/Principal team would ensure availability of an administrator in each school
- more emphasis on closer geographical proximity between twinned schools
- anticipated savings of $214,000 September to December; $470,000 annually.

Trustees' comments in support:
- plan is least disruptive and provides "forward" planning for twinning schools in future
- twinning plans anticipated to be implemented over a short period of time, i.e. two years
- expectation that twinning would involve two schools with small populations
- Interim Plan provides continuity for four schools which would otherwise experience three principal changes within three years
- appreciated work of the Superintendents and Assistant Superintendents
- twinning was approved and the money was removed from the budget; this report explains how the officials would like to see twinning implemented

It was noted that a suggestion to create savings through the elimination of Vice Principal positions (presently 22) could not be considered within the latitude of the motion regarding twinning and would require negotiation.

A recorded vote was requested and the motion was put to a vote and was **CARRIED** with Trustees Cunningham, Gage, Rogers, Orban, Hicks, Darby, Hill and Stewart in favour and Trustees Bishop, Johnstone, Mulholland and Korz opposed.

Elementary and Secondary Vice-Principal and Principal Candidates Eligible for Promotion

Mr. Binns presented the report, noting this process will not be offered until the Fall of 1997. He then proceeded to review the information relative to Rationale for Promotion Pools as distributed to the trustees.

Appreciative of the report's format and contents, it was moved by Mrs. Bishop:

That the Report regarding Elementary and Secondary Vice-Principal and Principal Candidates Eligible for Promotion be received for information and the following recommendation be approved:

a) That the Elementary and Secondary Vice-Principal and Principal List be approved and that this list become the Approved for Promotion List.

Elementary Vice-Principal
T. Charles Buttle
Ruth Ann MacFarlane
Adele Rayment
Lillian Somerville
Susan Ward
Margaret Willett

Secondary Vice-Principal
Errol Ellis
Theodore Kocznur
Carol Ramberan

Elementary Principal
Terese Gallagher
Kenneth Griffin

Secondary Principal
David Hutton
Robert McGall

Replying to Mr. Mulholland's query, Mr. Binns acknowledged that some of the areas within the process need to be reviewed and resolved. Mrs. Bishop added that members of the Selection Committee will be involved in the review and will formulate recommendations for a future report; however, presented candidates will not be affected.

The motion was put to a vote and was **CARRIED.**

Recommendations of the Superintendent of Human Resources

Mr. Binns presented the report noting the revised and added pages.

Upon determining that the revised total of 125.9 FTE (128 teachers) [Clause 2a] on revised Page 17 does not include teachers for the English as a Second Language strategy, it was

Moved by Mr. Mulholland:

That the Clause 2. PERMANENT be expanded to include all permanent elementary teachers that received termination notices.

Ms. Sims, Co-ordinator Teacher Staffing, pointed out a motion regarding a reduction of 72.8 teachers is presently before the Board.

The motion was put to a vote and was **LOST.**

Noting the English as a Second Language strategy would add 32.7 FTE, it was

Moved by Mr. Mulholland:

That the number 125.9 FTE elementary teachers to be reappointed in Clause 2. PERMANENT be expanded to changed to read 158.6 FTE.

Ms. Sims explained that once schools have determined their staffing needs, the intent is to recall staff at the Special Personnel and Organization Committee meeting in August accordingly.

Trustees in support noted the timelines involved, the delay in notifying approximately 33 teachers of their status and program grants. Those opposed stated that staff must have the opportunity to make adjustments, determine the qualifications needs before recalling staff qualified to fill the vacancies.

Ms. Sims further explained that the approximate 33 teachers who may be recalled under the ESL strategy may not actually teach ESL but, for example, Grade 2 if a present staff member fills the

ESL vacancy. Staff would be recalled and placed in declared vacancies dependent on their qualifications and seniority based on program needs. Mr. Goodridge added that recalling only qualified staff as needed protects the integrity of program delivery.

The motion was put to a vote and was **LOST.**

Moved by Mr. Hicks:

That the Recommendations of the Superintendent of Human Resources be approved.

A recorded vote was requested. The motion was put to a vote and was **CARRIED** with Trustees Cunnigham, Bishop, Gage, Johnstone, Korz, Orban, Hicks, Darby and Hill in favour, and Trustees Mulholland and Rogers opposed. Trustee Stewart abstained.

Request for an Update regarding plans for the two positions in Program Department vacated by Retirements - requested by Trustee Bishop

Stating there was no intent to not fill these positions, Mr. Goodridge informed trustees that the two positions - Special Education Consultant and Language Team Leader - had been posted and applications received. Arising from concerns about downsizing, fiscal frugality and automatically filling every retirement vacancy, Senior Management decided to put this process "on hold". All applicants have be so advised and it is expected that interviews will take place before the end of June. A small committee of Senior Management will bring recommendations back to Senior Management regarding downsizing, filling of vacancies, etc. He added that this would also give the trustees an opportunity to "do what has to be done".

Miss Cunningham spoke of Program Department planning presented by Superintendent Bond and the need to support these plans. While she had supported the Team concept to date, she felt continued downsizing would negatively affect curriculum implementation in the classroom. She warned that trustees must not be critical when expectations are not met and reports are not ready due to departmental cuts.

It was agreed:

That the Update regarding plans for the two positions in Program Department vacated by Retirements be received for information.

The meeting then adjourned.

Read and confirmed,

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Chairman

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ES OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1996 06 27

URBAN MUNICIPAL

AUG 26 1996

GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Cunningham, Hicks, Korz and Stewart.

Not Present: Trustee Johnston and Paquin.

Also Present: Trustees Bishop, Hill, Johnstone, Lowe, MacDonald, Mulholland, Orban, Rodgerson and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Financial Services and Treasurer)
E. Bond (Superintendent of Program)
P. Gillie (Superintendent of Administrative and Operational Services)
S. Thompson (Assistant Superintendent of Schools - Lower City)

Mr. Darby called the meeting to order noting that regrets for not being able to attend were received from Trustees Johnston and Paquin

ELEMENTARY/SECONDARY

Recommendations of the Superintendent of Human Resources

In presenting the recommendations, Miss Bond reported that the anticipated recommendation relative to the Project Team Consultant (Literacy and Second Languages) position was not forthcoming this evening. The nature of this position is under review and further information will be presented at a later date.

Moved by Miss Cunningham: That the following recommendations of the Superintendent of Human Resources be approved:

3. *PROMOTIONS*

(a) That Lorne Evans (S) be appointed to the term position of Special Education Consultant with responsibility for Secondary Schools and Gifted Education, effective 1996 09 01, with salary according to the salary schedule. The duration of the term is to be determined. **Replacement**

The motion was put to a vote and was Carried.

The meeting then adjourned.

Read and confirmed

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Chairman

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S OF THE SPECIAL MEETING OF THE EL AND ORGANIZATION COMMITTEE
1996 08 27

Present:	Trustees Darby (Chairman), Cunningham, Hicks, Johnston, Korz and Stewart.
Not Present:	Trustee Rodgerson.
Also Present:	Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Orban, MacDonald, Mulholland, Paquin , Patenaude and Rogers.
Officials Present:	D. Goodridge (Director of Education and Secretary) R. Binns (Superintendent of Human Resources) P. Gillie (Superintendent of Administrative and Operational Services) E. Bond (Superintendent of Program) R. Lavoie (Superintendent of French as a First Language)

GENERAL

Recommendations of the Superintendent of Human Resources

Mr. Binns presented the recommendations. Mrs. Sims, Teacher Staffing Co-ordinator, advised the members that all permanent staff on the seniority list have been recalled as a result of retirements, increased enrolment in English as a Second Language, leaves of absence and staff who chose severance Of the 40 probationary positions, 9 have been recalled, 18 have been recalled to Christmas; 15 teachers have not been recalled and 3 chose to leave the employ of the Board

Moved by Mr. Korz: That the following recommendations of the Superintendent of Human Resources be approved:

3. PROMOTIONS

(a) That Claire Vander Beek be promoted to the position of Communications Assistant - Grade 9, 10-month (Administrative Staff), effective 1996 09 01, with salary according to the salary schedule.

8. LEAVES

Return from Leave of Absence

(a) That the following staff be returned from a Leave of Absence, effective as shown:

Linda Sheppard (Secretary, Clerical & Technical Staff), 1996 08 21
Doris Thomsen-Griffin (Special Projects & Audit Clerk, Clerical & Technical Staff), 1996 08 21

The motion was put to a vote and was Carried.

ELEMENTARY/SECONDARY

Recommendations of the Superintendent of Human Resources

Mr. Binns presented the recommendations.

Moved by Ms. Orban: That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective 1996 09 01, with salary according to the salary schedule:

Katherine Black (E)
Paul Brown (S), .5 (F.T. Sem. 1 only)
Carmen Bucci (S), .5 (F.T. Sem. 1 only)
Dina Cadete (E)
Cynthia Campanella (E)
Brenda Csordas (S), .5 (F.T. Sem. 1 only)
Joan DiBerardo (S), .5 (F.T. Sem. 1 only)
Joseph DiDonato (S), .5 (F.T. Sem. 1 only)
Sonya Gusenbauer (E)
Tony Guther (S), .5 (F.T. Sem. 1 only)
Constance Jain (E)
Andrea Kay (E) (.5)
Barbara McIlveen (S), .5 (F.T. Sem. 1 only)
P. Bruce McLeod (S), .5 (F.T. Sem. 1 only)
Janice Morrissey (E)
Cherilyn Moses (E)
Lorraine Oliver (E) (.5)
Kelly Pike-Baigent (S), .5 (F.T. Sem. 1 only)
Michael Popek (E)
Marguerite Richer (E) (.5)
Mark Sabourin (E)
Theresa Sgambato (S), .5 (F.T. Sem. 1 only)
Graham Timms (S), .5 (F.T. Sem. 1 only)
Wendy VandenBurg (E)
Timothy White (E) (.3)

Replacements
12.3 Elementary
5.5 Secondary

(ii) That the following teachers be appointed to the Probationary Staff, effective 1996 09 01, with salary according to the salary schedule:

Sarah Attridge (S), .5 (F.T. Sem. 1 only)
Katherine Ammendolia (S), .5 (F.T. Sem. 1 only)
Marco Barzetti (S), .5 (F.T. Sem. 1 only)
Tracy Belovari (S), .5 (F.T. Sem. 1 only)
Richard Bonafede (S), .5 (F.T. Sem. 1 only)
Alison Boodhoo (S), .5 (F.T. Sem. 1 only)
Brian Bradley (S), .5 (F.T. Sem. 1 only)
Dean Brunetti (S), .5 (F.T. Sem. 1 only)
Gregory Clark (S), .5 (F.T. Sem. 1 only)
Geoffrey Coombs (S), .33 (2/3 Sem. 1 only)
Gregory Corey (S), .5 (F.T. Sem. 1 only)
Sandra Cuicani (S), .5 (F.T. Sem. 1 only)
Judith Dalche (S), .5 (F.T. Sem. 1 only)
Mary Dehal-Ramson (S), .5 (F.T. Sem. 1 only)
Maureen Dwyer (S), .5 (F.T. Sem. 1 only)

Darlene Etherington-Pounder (S), .5 (F.T. Sem. 1 only)
Kelly George-Dalgleish (S), .5 (F.T. Sem. 1 only)
Catherine Gris (S), .5 (F.T. Sem. 1 only)
Shelley Falla (S), .5 (F.T. Sem. 1 only)
Leanne Fraser (S), .5 (F.T. Sem. 1 only)
Joseph Henderson (S), .5 (F.T. Sem. 1 only)
Sarah Hodgson (S), .5 (F.T. Sem. 1 only)
Laura Hrincu (S), .5 (F.T. Sem. 1 only)
Peter Isaacs (E) .7
Tina Kehl (S), .5 (F.T. Sem. 1 only)
Cynthia Knowles (S), .5 (F.T. Sem. 1 only)
Lorraine Koven (E)
John Lewis (S), .5 (F.T. Sem. 1 only)
William Lipsett (S) .33 (2/3 Sem. 1 only)
Ralph Martens (S), .5 (F.T. Sem. 1 only)
Diana Montecristo (S), .5 (F.T. Sem. 1 only)
Mark Oates (S), .5 (F.T. Sem. 1 only)
Cathy O'Connor (S), .5 (F.T. Sem. 1 only)
Christopher Page (S), .5 (F.T. Sem. 1 only)
Gregory Persichini (S), .5 (F.T. Sem. 1 only)
Adam Potvin (S), .5 (F.T. Sem. 1 only)
Peter Robertson (S), .5 (F.T. Sem. 1 only)
Patricia Rocco(S), .33 (2/3. Sem. 1 only)
Cheryl Rowatt (S), .5 (F.T. Sem. 1 only)
Susan Scott (S), .5 (F.T. Sem. 1 only)
Stephen Sloan (S), .5 (F.T. Sem. 1 only)
Edward Stavnitzky (S), .5 (F.T. Sem. 1 only)
Frank Strohschein (S), .5 (F.T. Sem. 1 only)
Paul Szczyry (S), .5 (F.T. Sem. 1 only)
Lydia Vamos (S), .5 (F.T. Sem. 1 only)
Sara Waite (S), .5 (F.T. Sem. 1 only)
David Walters (S), .5 (F.T. Sem. 1 only)
Leanne Ward (S), .5 (F.T. Sem. 1 only)
Gregory Woodcroft (S), .5 (F.T. Sem. 1 only)
Quahida Zaimi (S), .16 (1/3 Sem. 1 only)
Derek Zuccolo (S), .5 (F.T. Sem. 1 only)

1.7 Elementary New Programs Ministry Funded
23.66 Secondary Replacements

(b) That Marianna Cappelletti be promoted to the position of Senior Secretary - Level 5 (Secondary School Clerical & Secretarial Staff), effective 1996 08 28, with salary according to the salary schedule.

2. PERMANENT STAFF APPOINTMENTS

(a) (i) That the following Elementary teachers be re-appointed to the Permanent Staff, effective 1996 09 01, with salary according to the salary schedule:

Patricia Adam
Bruce Adams
Judith Ambrose (.3)
Natalie Bastow

Annette Bodo
Glen Brown
Lisa Brown
Chantal Campbell
Lisa Carroll (nee Savage)
Trevor Chiasson
Kawong Chung-Shipman
Heather Clark
Jennifer Clayton
Nancy Cooper
Sharon Crechiola
Sonia D'Aurelio (.5)
Jane DeRoo (.5)
Sandra DiFelice
Kristi Downs (1.0 Supply Pool)
Mary Elliott (.5 Repl., .5 Supply Pool)
Catherine Erb
Michelle Fawcett
Donna Fortman (.5) (Supply Pool)
Cynthia Goodridge
Dorothy Haartman
Lois Haslett (.5)
Virginia Hewick
Gary Hewitt (.2)
Nancy Hill
Jennifer Holmes-Dziuba
Stephen James
Patricia Jerome
Jacqueline Johnson (.5)
Jennifer Kerr-Dittrich
Sandra Levy (.4) (Supply Pool)
Wendy Martin (.2)
Keith Mayner
Catherine McCluskey (.7)
Robert McManus
Karen McPhee (.9)
Penelope Mitton
Allison Montgomery (.5)
Marlo Moore
Mary-Margaret Morris
Diane Nishizaki
Dale Obermeyer
Roseli Pietrantonio
Athanasia Psarakis
Maryann Rimac
Brad Rogers
Cherilyn Salciccioli
Nadine Sands
Catherine Schnarr (1.0 Supply Pool)
Deborah Smith (.5)
Elaine Stewart (.5)
Augustina Sturgess (.5) (Supply Pool)

Donna Talbot (.5)
Janice Tomlinson
Kathryn Tuite (.5)
Kim Vallentin (.7 Repl., .3 Supply Pool)
John Weare
Catherine Webster (.5)
Lois Wichman
Barbara Wynn-Jones
Sonia Zolis

4.2 Elementary Supply Pool
45.6 Elementary Replacements

(ii) That the following teachers be re-called and appointed to the Permanent Staff, effective 1996 09 01, with salary according to the salary schedule:

Wesley Hahn (E)
Donna Hudzieczko (E), (.8)
Sandra LaMantia (E)
Karen Must (E)
Pieter Toth (S)
Paul Vukosa (S)

3. PROMOTIONS

(a) That Dawn Mutton (E) be appointed to the term position of Special Assignment Student Behaviour Resource Teacher, effective 1996 09 01, with salary according to the salary schedule. The duration of the term is to be determined.

5. TIMETABLE CHANGES

(a) That the timetable changes be approved, effective as shown with salary according to the salary schedule:

Helene Donohoe (E), .5 to 1.0, 1996 09 01
Brenda Finance (E), .5 to 1.0, 1996 09 01
Mary Lou Mauro (E), .5 to 1.0, 1996 09 01 to 1997 01 31
Felicia McIntosh (E), .5 to 1.0, 1996 09 01
David O'Connor (E), .5 to .8, 1996 09 01
Judith Stokoe (E), .8 to 1.0, 996 09 01

7. LEAVING EMPLOYMENT

(a) (i) That the date, 1996 08 31, for the following teachers to leave the employ of the Board be approved, and that they receive severance in accordance with their collective agreement:

Kim Compton (E)
Nancy M. Cooper (E)
Donald Harman (S)
Racheline Seidelman (E)

(ii) That the date 1996 08 31, for George Omorean (S) to leave the Employ of the Board be approved.

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Lisa Bingleman (E), 1996 09 01 to 1997 03 14
Lisa Brown (E), 1996 09 01 to 1997 02 28
Pamela Carson-White (E), 1996 08 14 to 1997 02 21
Joanna Cascioli (E), 1996 07 01 to 1996 08 31
Kawong Chung-Shipman (E), 1996 09 01 to 1997 03 07
Michelle Friesen (E), 1996 09 01 to 1997 08 31
Thomas M. Griffith (E), 1996 09 01 to 1997 08 31
Jennifer Holmes-Dziuba (E), 1996 08 05 to 1997 04 04
Kathryn Kohler (E), 1996 09 01 to 1997 08 31
Karen Koop (E), 1996 07 01 to 1996 08 31
Mary Legacy (S), 1996 11 11 to 1997 04 30
Allison Montgomery (E), 1996 09 01 to 1997 08 31
Barbara Moskaluk (E), 1996 09 01 to 1997 08 31
Judith Penner (E), 1996 08 23 to 1997 04 24
Richard Piet (S), 1996 09 01 to 1997 08 31
Suzanne Solnik (E), 1996 09 03 to 1997 05 06
Michael Stock (E), 1996 09 01 to 1997 08 31

Reduced Workload Leaves

(a) That the requests of the following teachers for Reduced Workload Leaves of Absence, effective 1996 09 01 to 1997 08 31, be granted:

Deborah Allan (E), 1.0 to .5
June Baxter (E), .7 to .5
Louise Booth (E), 1.0 to .5
Julie Capretta (E), 1.0 to .5
Linda Chenoweth (E), 1.0 to .6
Lesley Chiasson (E), 1.0 to .5
Trevor Chiasson (E), 1.0 to .5
Jane Craibbe (E), 1.0 to .6
Brenda Dagg (E), 1.0 to .5
Donna Evans (E), 1.0 to .5
Anna Gusenbauer (E), 1.0 to .5
Gary Hewitt (E), 1.0 to .2
Sylvia Holinaty (S), 1.0 to .5 (Job Share with W. Holinaty)
William Holinaty (S), 1.0 to .5 (Job Share with S. Holinaty)
Arde Hollingsworth (E), 1.0 to .5
Susan Kalbfleisch (E), 1.0 to .5
Nancy Koegler (E), 1.0 to .5
Giselle Maerz (E), 1.0 to .5
Dee Maharajh (E), 1.0 to .5
Elisena Mycroft (E), 1.0 to .5
Gary Nolan (S), 1.0 to .66 (2/3 Sem. 1 & Sem. 2)
Madiha Nolan (S), 1.0 to .66 (2/3 Sem. 1 & Sem. 2)
Pamela Peterson (E), 1.0 to .5
Lisa Reynolds (E), 1.0 to .5
Norma Ridge (E), 1.0 to .5

Linda Schultz (E), 1.0 to .5
Helen Senson-D'Addario (E), 1.0 to .7
Noreen Staios (E), 1.0 to .5
Marjorie Steele (E), 1.0 to .5
Madeleine Tanglao-Dwyer (E), 1.0 to .5
Christine Tartaglia (E), 1.0 to .5
Judith Taylor (E), 1.0 to .7
Barbara Thoman (E), 1.0 to .5
Kathryn Tuite (E), 1.0 to .5
Carrie Tyrosvoutis (E), 1.0 to .5
Julie Warriner (E), 1.0 to .5
Evelyn Wilkie (S), 1.0 to .66
Jennifer Wilson-Bridgman (E), 1.0 to .5
Janet Wolfe (E), 1.0 to .5
Gloria Woodruff (E), 1.0 to .5
Barbara Yarwood (E), 1.0 to .5

36 Elementary
5 Secondary

Leave of Absence - Date Change

(a) That the effective dates of the Leaves of Absence granted to the following teachers at a previous meeting be changed as shown:

Lisa Borkovich (S), 1996 07 01 to 1997 01 28
Debra Ann Kerr-Pendlebury (E), 1996 06 03 to 1997 01 31

Leave Extension

(a) That the requests of the following teachers for extensions of their Leaves of Absence, effective as shown, be granted:

David Andrus (S), 1996 09 01
Natalie Bastow (E), 1996 09 01 to 1997 08 31
Chantal Campbell (E), 1996 09 01
Gordon Cillis (S), 1996 09 01 to 1997 08 31
Caryl Durst (S), 1996 09 01 to 1996 11 08
Catherine Erb (E), 1996 09 01 to 1997 08 31
Margaret Mete (E), 1996 09 01 to 1996 12 31
Susan Morrone (E), 1996 09 01 to 1996 11 22
Dale Obermeyer (E), 1996 09 01
Maryann Rimac (E), 1996 09 01 to 1997 08 31
Cornelia Schuster (E), 1996 09 01 to 1997 08 31
Paula Scott (S), 1996 09 01 to 1997 01 28

(b) That the request of Carol Mulvey (Secretary, Secondary School Clerical & Secretarial Staff) for an extension of her Leave of Absence, effective 1996 08 05 to 1996 11 08, be granted.

Return from Leave of Absence

(a) (i) That the following teachers be returned from a Leave of Absence, effective 1996 09 01:

Virginia Allega-Di Sanza (E)
Karen Koop (E)

(ii) That the request of Cornelia Schuster (E) to return from a Leave of Absence approved at the April meeting, be rescinded.

(b) That Carol-Ann Robinson (Library Secretary, Clerical & Technical Staff) be returned from a Leave of Absence, effective 1996 08 19.

9. OTHERS

(a) That the following Acting Elementary School Principals be declared surplus to the staffing needs of the system and that the incumbents be transferred to the position of Elementary School Vice-Principal effective 1996 09 01:

Gail Belisario
David Repchuck
Marilyn Stewart
Catherine Youngblud

The motion was put to a vote and was Carried.

In response to questions, Mrs. Simms relayed the long-standing practice of reviewing class enrolments on September 15 and re-organizing classes (opening/closing/consolidating) within a school as required to meet the needs of the school.

The Committee then met in-camera and the following action was taken:

GENERAL

Extension of Appointment of Assistant Superintendent - Program
Moved by Mr. Hicks:

That the appointment of Frank Cooke to the position of Assistant Superintendent of Program be extended effective 1996 09 01 until such time as the Re-organization of Senior Management is effected.
Carried.

Recommendations of the Superintendent of Human Resources

7. LEAVING EMPLOYMENT

(a) That the date for the following staff to leave the employ of the Board be approved as shown:

William J. Crawford (Cleaner, Cleaning Staff), 1996 07 11.
Mark A. Lyell (Assistant Caretaker, Caretaking and Maintenance Staff), 1996 08 27.
Jeffrey C. Walsh (Assistant Caretaker, Caretaking and Maintenance Staff), 1996 08 27.

Carried.

The meeting then adjourned.

Read and confirmed

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Chairman

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